



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Education Division

Division: Engagement Division

Sub-Section:

TITLE: Federal Firearms Records

CUTOFF:EOFFY

DESCRIPTION: To be kept permanently per federal regulations. CFR-178.133 Records of transactions in semiautomatic assault weapons. The evidence specified in 178.40(c), relating to transactions in semiautomatic assault weapons, shall be retained in the permanent records of the manufacturer or dealer and in the records of the licensee to whom the weapons are transferred. Disposition to the officer must be entered into the licensee's permanent records, and the certification letter must be retained in the licensee's files. Retain on-site in support of on-going business.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21204

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Field Reports

CUTOFF:EOSFY

DESCRIPTION: Copies of reports on field bag checks, surveys and hunting accidents.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21210

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Historical Items Maintained by the Department's Historian

CUTOFF:EOSFY

DESCRIPTION: Historical reports and information, pictures, old badges, permits, etc. maintained by the Department's Historian. Information used in developing books and publications describing the history of conservation. Retain on-site in support of on-going business.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21207

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Education Division

Division: Engagement Division

Sub-Section:

TITLE: Hunter Safety Instructor Certification Records

CUTOFF: EOSFY

DESCRIPTION: Listing of all individuals certified to teach Hunter Education courses.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21201

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Hunting Incident Reports

CUTOFF: EOSFY

DESCRIPTION: Detailed reports prepared by Protection agents consisting of the date, time, specific location, name of the victim, and immediate facts and circumstances surrounding the initial report of a hunting incident. Records will be reviewed on-site to determine if still of value. Retained on site.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21203

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Manuscripts File for Publications Sold by the Department

CUTOFF: Life of publication

DESCRIPTION: Digital and desk type publication files of manuscripts and publications created by the Department to be offered for sale. Consists of data files where specialized software is needed to put in book form. This is a production asset. Not sent to Archives or State Library.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21208

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Education Division

Division: Engagement Division

Sub-Section:

TITLE: News Release File

CUTOFF: EOSFY

DESCRIPTION: All outdoors news releases from the central office. A copy will be sent to the Missouri State Archives. Local copy will be retained three years.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21206

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Payroll Records and Time Sheets

CUTOFF: Issuance of final federal report

DESCRIPTION: Payroll records and time sheets associated with federal grants or programs. 50 CFR 80.19(a) requires all financial records pertinent to a project shall be retained for a period of 3 years after submission of the final expenditure report on the project.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21209

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Student Hunter Education Course Completion and Certification Records

CUTOFF: LSAD

DESCRIPTION: Permanent file continually updated. Resource used by various agencies to determine compliance with required training. Information is often requested for historical and statistical requests, trends analysis and analytical reviews.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Life of System

SERIES: 21205

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Conservation

Section: Education Division

Division: Engagement Division

Sub-Section:

TITLE: Student Hunter Education Records

CUTOFF: EOSFY

DESCRIPTION: Completion and certification records - paper copy of application form and class report.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21202

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007
